

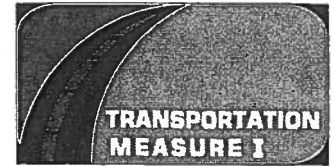


## San Bernardino Associated Governments

1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino, CA 92410

Phone: (909) 884-8276 Fax: (909) 885-4407

Web: [www.sanbag.ca.gov](http://www.sanbag.ca.gov)



- 
- San Bernardino County Transportation Commission •San Bernardino County Transportation Authority
  - San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies
- 

## AGENDA

### Administrative Committee Meeting

February 10, 2010

9:00 a.m.

#### Location

SANBAG

*Super Chief Conference Room*

1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor

San Bernardino, CA

### *Administrative Committee Membership*

#### *Chair – SANBAG Vice President*

Supervisor Brad Mitzelfelt  
County of San Bernardino

#### *SANBAG President*

Mayor Paul Eaton  
City of Montclair

#### *SANBAG Past President*

Supervisor Gary Ovitt  
County of San Bernardino

#### *Mt./Desert Representatives*

Mayor Rick Roelle  
Town of Apple Valley

Council Member Mike Leonard  
City of Hesperia

Supervisor Neil Derry  
County of San Bernardino

#### *East Valley Representatives*

Mayor Patricia Gilbreath  
City of Redlands

Mayor Patrick Morris  
City of San Bernardino

Supervisor Josie Gonzales  
County of San Bernardino

#### *West Valley Representatives*

Mayor John Pomierski  
City of Upland

Mayor Dennis Yates  
City of Chino

Supervisor Paul Biane  
County of San Bernardino

*San Bernardino Associated Governments (SANBAG) is a council of governments formed in 1973 by joint powers agreement of the cities and the County of San Bernardino. SANBAG is governed by a Board of Directors consisting of a mayor or designated council member from each of the twenty-four cities in San Bernardino County and the five members of the San Bernardino County Board of Supervisors.*

*In addition to SANBAG, the composition of the SANBAG Board of Directors also serves as the governing board for several separate legal entities listed below:*

***The San Bernardino County Transportation Commission**, which is responsible for short and long range transportation planning within San Bernardino County, including coordination and approval of all public mass transit service, approval of all capital development projects for public transit and highway projects, and determination of staging and scheduling of construction relative to all transportation improvement projects in the Transportation Improvement Program.*

***The San Bernardino County Transportation Authority**, which is responsible for administration of the voter-approved half-cent transportation transactions and use tax levied in the County of San Bernardino.*

***The Service Authority for Freeway Emergencies**, which is responsible for the administration and operation of a motorist aid system of call boxes on State freeways and highways within San Bernardino County.*

***The Congestion Management Agency**, which analyzes the performance level of the regional transportation system in a manner which ensures consideration of the impacts from new development and promotes air quality through implementation of strategies in the adopted air quality plans.*

*As a **Subregional Planning Agency**, SANBAG represents the San Bernardino County subregion and assists the Southern California Association of Governments in carrying out its functions as the metropolitan planning organization. SANBAG performs studies and develops consensus relative to regional growth forecasts, regional transportation plans, and mobile source components of the air quality plans.*

*Items which appear on the monthly Board of Directors agenda are subjects of one or more of the listed legal authorities. For ease of understanding and timeliness, the agenda items for all of these entities are consolidated on one agenda. Documents contained in the agenda package are clearly marked with the appropriate legal entity.*

**San Bernardino Associated Governments  
County Transportation Commission  
County Transportation Authority  
Service Authority for Freeway Emergencies  
County Congestion Management Agency**

**AGENDA**

**Administrative Committee Meeting**

**February 10, 2010  
9:00 a.m.**

**Location:** SANBAG, Super Chief Conference Room, 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor,  
San Bernardino

**CALL TO ORDER 9:00 a.m.**  
(Meeting Chaired by Brad Mitzelfelt)

- I. Attendance
- II. Announcements
- III. Agenda Notices/Modifications – Anna Aldana

**1. Possible Conflict of Interest Issues for the Administrative Committee Meeting February 10, 2010. Pg. 5**

Note agenda item contractors, subcontractors and agents which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

**Consent Calendar**

Consent Calendar items shall be adopted by a single vote unless removed by member request.

**Administrative Matters**

**2. Attendance Register Pg. 6**

A quorum shall consist of a majority of the membership of each SANBAG Policy Committee, except that all County Representatives shall be counted as one for the purpose of establishing a quorum.

**3. January 2010 Procurement Report Pg. 8**

Receive Monthly Procurement Report. William Stawarski

**Notes/Actions**

## Discussion Items

### Administrative Matters

4. **Amendment to Purchase Order P10049 with Accountemps, Inc. Pg. 10**  
 1. Approve Amendment No. 1 to increase Purchase Order P10049 by \$49,000 for a total of \$94,000 with Accountemps Inc. for temporary accounting staff services; and  
 2. Extend the period of performance through June 2010.  
**Bill Stawarski**
5. **Request for Proposal No. 10-177 for Investment Advisory Services Pg. 12**  
 Report update on the Request for Proposals for Investment Advisory Services. **Bill Stawarski**
6. **Request for Proposal (RFP) for Disadvantaged Business Enterprise (DBE) Annual Goal Preparation and Additional DBE Services Pg. 21**  
 Authorize staff to release Request for Proposal RFP 10-193 for Disadvantaged Business Enterprise (DBE) Services.  
**Duane Baker**

### Program Support/Council of Governments

7. **State Budget Impacts on Transportation and Ballot Initiative to Protect Transportation Funding Pg. 31**  
 Receive and file report on State budget impacts to transportation funding and the Local Taxpayer, Public Safety and Transportation Protection Act. **Deborah Barmack**

### Comments from Committee Members

#### Public Comment

## ADJOURNMENT

### Additional Information

#### Acronym List

Pg. 35

Complete packages of the SANBAG agenda are available for public review at the SANBAG offices. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

## Meeting Procedures and Rules of Conduct

### **Meeting Procedures**

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Board of Directors and Policy Committees.

### **Accessibility**

The SANBAG meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is (909) 884-8276 and office is located at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino, CA.

**Agendas** – All agendas are posted at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino at least 72 hours in advance of the meeting. Complete packages of this agenda are available for public review at the SANBAG offices and our website: [www.sanbag.ca.gov](http://www.sanbag.ca.gov). Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

**Agenda Actions** – Items listed on both the "Consent Calendar" and "Items for Discussion" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.

**Closed Session Agenda Items** – Consideration of closed session items *excludes* members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.

**Public Testimony on an Item** – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a "Request to Speak" form, provided at the rear of the meeting room, and present it to the Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for *each* item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

**Agenda Times** – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

**Public Comment** – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board's authority. *Matters raised under "Public Comment" may not be acted upon at that meeting. "Public Testimony on any Item" still apply.*

**Disruptive Conduct** – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner. *Please be aware that a NO SMOKING policy has been established for meetings. Your cooperation is appreciated!*

**SANBAG General Practices for Conducting Meetings  
of  
Board of Directors and Policy Committees**

**Basic Agenda Item Discussion.**

- The Chair announces the agenda item number and states the subject.
- The Chair calls upon the appropriate staff member or Board Member to report on the item.
- The Chair asks members of the Board/Committee if they have any questions or comments on the item. General discussion ensues.
- The Chair calls for public comment based on "Request to Speak" forms which may be submitted.
- Following public comment, the Chair announces that public comment is closed and asks if there is any further discussion by members of the Board/Committee.
- The Chair calls for a motion from members of the Board/Committee.
- Upon a motion, the Chair announces the name of the member who makes the motion. Motions require a second by a member of the Board/Committee. Upon a second, the Chair announces the name of the Member who made the second, and the vote is taken.

**The Vote as specified in the SANBAG Bylaws.**

- Each member of the Board of Directors shall have one vote. In the absence of the official representative, the alternate shall be entitled to vote. (Board of Directors only.)
- Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of five official representatives present, or at the discretion of the presiding officer.

**Amendment or Substitute Motion.**

- Occasionally a Board Member offers a substitute motion before the vote on a previous motion. In instances where there is a motion and a second, the maker of the original motion is asked if he would like to amend his motion to include the substitution or withdraw the motion on the floor. If the maker of the original motion does not want to amend or withdraw, the substitute motion is not addressed until after a vote on the first motion.
- Occasionally, a motion dies for lack of a second.

**Call for the Question.**

- At times, a member of the Board/Committee may "Call for the Question."
- Upon a "Call for the Question," the Chair may order that the debate stop or may allow for limited further comment to provide clarity on the proceedings.
- Alternatively and at the Chair's discretion, the Chair may call for a vote of the Board/Committee to determine whether or not debate is stopped.
- The Chair re-states the motion before the Board/Committee and calls for the vote on the item.

**The Chair.**

- At all times, meetings are conducted in accordance with the Chair's direction.
- These general practices provide guidelines for orderly conduct.
- From time-to-time circumstances require deviation from general practice.
- Deviation from general practice is at the discretion of the Board/Committee Chair.

**Courtesy and Decorum.**

- These general practices provide for business of the Board/Committee to be conducted efficiently, fairly and with full participation.
- It is the responsibility of the Chair and Members to maintain common courtesy and decorum.

*Adopted By SANBAG Board of Directors January 2008*

- 
- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority  
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies
- 

## *Minute Action*

AGENDA ITEM: 1

**Date:** February 10, 2010

**Subject:** Information Relative to Possible Conflict of Interest

**Recommendation\*:** Note agenda items and contractors/subcontractors which may require member abstentions due to possible conflicts of interest.

**Background:** In accordance with California Government Code 84308, members of the Board may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve months from an entity or individual. This agenda contains recommendations for action relative to the following contractors:

Item No.	Contract No.	Contractor/Agents	Subcontractors
4	P10049	Accountemps Inc. Mike Scott	

**Financial Impact:** This item has no direct impact on the budget.

**Reviewed By:** This item is prepared monthly for review by the Board of Directors and Policy Committee members.

\*

---

*Approved  
Board of Directors*

*Date:* \_\_\_\_\_

*Moved:* \_\_\_\_\_ *Second:* \_\_\_\_\_

*In Favor:* \_\_\_\_\_ *Opposed:* \_\_\_\_\_ *Abstained:* \_\_\_\_\_

*Witnessed:* \_\_\_\_\_

# ADMINISTRATIVE COMMITTEE ATTENDANCE RECORD - 2010

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Paul Biane</b> Board of Supervisors	X											
<b>Patrick Morris</b> City of San Bernardino	X											
<b>Mike Leonard</b> City of Hesperia	X											
<b>Patricia Gilbreath</b> City of Redlands	X											
<b>Paul Eaton</b> City of Montclair	X											
<b>Josie Gonzales</b> Board of Supervisors	X											
<b>Brad Mitzelfelt</b> Board of Supervisors	X											
<b>Gary Ovitt</b> Board of Supervisors	X											
<b>Dennis Yates</b> City of Chino	X											
<b>John Pomierski</b> City of Upland	X											
<b>Rick Roelle</b> Town of Apple Valley	X											
<b>Neil Derry</b> Board of Supervisors	X											

X = Member attended meeting.

Empty box = Member did not attend meeting

Crossed out box = Not a member at the time.



# ADMINISTRATIVE COMMITTEE ATTENDANCE RECORD – 2009

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Paul Biane</b> Board of Supervisors	X	X		X	X	X		X		X		
<b>Patrick Morris</b> City of San Bernardino	X	X	X	X	X	X	X	X		X	X	
<b>Mike Leonard</b> City of Hesperia	X	X		X	X	X	X	X		X	X	
<b>Bea Cortes</b> City of Grand Terrace	X											
<b>Patricia Gilbreath</b> City of Redlands		X	X	X	X	X	X	X		X	X	
<b>Paul Eaton</b> City of Montclair	X	X	X		X	X	X	X		X	X	
<b>Josie Gonzales</b> Board of Supervisors										X	X	
<b>Brad Mitzelfelt</b> Board of Supervisors	X		X			X	X	X		X	X	
<b>Gary Ovitt</b> Board of Supervisors		X	X	X	X	X		X		X		
<b>Dennis Yates</b> City of Chino	X	X	X	X	X	X	X	X		X	X	
<b>Gwenn Norton-Perry</b> City of Chino Hills	X	X		X	X	X	X			X		
<b>Rick Roelle</b> Town of Apple Valley		X		X		X		X				
<b>Neil Derry</b> Board of Supervisors							X	X		X	X	

Crossed out box = Not a member at the time.

Empty box = Member did not attend meeting

X = Member attended meeting.

\*The Administrative Committee did not meet in September and December

admatt09.docx

## *Minute Action*

AGENDA ITEM: 3

**Date:** February 10, 2010

**Subject:** January 2010 Procurement Report

**Recommendation:** Receive Monthly Procurement Report.

**Background:** The Board of Directors approved the Contracting and Procurement Policy (Policy No. 11000) on January 3, 1997. The Executive Director, or designee, is authorized to approve Purchase Orders up to an amount of \$50,000. All procurements for supplies and services approved by the Executive Director, or his designee, in excess of \$5,000 shall be routinely reported to the Administrative Committee and to the Board of Directors.

Attached are the purchase orders in excess of \$5,000 to be reported to the Administrative Committee for the month of January 2010.

**Financial Impact:** This item imposes no impact on the FY 2009/2010 Budget. Presentation of the monthly procurement report will demonstrate compliance with the Contracting and Procurement Policy (Policy No. 11000).

**Reviewed By:** This item is scheduled for review by the Administrative Committee on February 10, 2010.

**Responsible Staff:** William Stawarski, Chief Financial Officer

*Approved*  
*Administrative Committee*

*Date:* \_\_\_\_\_

*Moved:*

*Second:*

*In Favor:*

*Opposed:*

*Abstained:*

*Witnessed:* \_\_\_\_\_

# ***JANUARY 2010 REPORT OF PURCHASE ORDERS***

	Vendor	Purpose	Sole Source Y/N	Amount
P10166	Oracle	Primavera P6 Enterprise Project Portfolio Management application and support, and Primavera Contract Management application and support	No – Required software for consultant compatability	19,765.82
P10167	TH Enterprises, Inc.	2010 Regional Council Management System Software Agreement	No – Contract 09-192	7,200.00
P10171	TH Enterprises, Inc.	Reimplementation of LTF and STAF in RCMS	No – Contract 09-192	12,400.00
P10172	Dhillon Management Services	Analysis of VVTA Administrative Staffing	Yes – Significant Time Constraints	25,000.00
P10176	Riverside County Transportation Commission	Professional Services for Government Relations Manager	No	35,560.00
P10178	TH Enterprises, Inc.	Purchase, installation, configuration, and implementation of Double Take Software for Virtual Server	No – Contract 09-192	11,476.75
			<b>TOTAL PURCHASE ORDERS ISSUED</b>	<b>\$111,402.57</b>

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority  
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

## *Minute Action*

### AGENDA ITEM: 4

**Date:** February 10, 2010

**Subject:** Amendment to Purchase Order P10049 with Accountemps, Inc.

- Recommendation:\***
1. Approve Amendment No. 1 to increase Purchase Order P10049 by \$49,000 for a total of \$94,000 with Accountemps Inc. for temporary accounting staff services; and
  2. Extend the period of performance through June 2010.

**Background:** The original purchase order, approved in July 2009, provided temporary staff to assist the Finance Department in operating the current TH system during the transition to the new EDEN software system. At that time, it was estimated that staff would run the two systems parallel through the end of calendar year 2009. It is now estimated that SANBAG will continue to operate both systems through the end of fiscal year 2010.

This amendment requests approval to continue with temporary staff in order to continue running the TH system parallel with the EDEN system.

**Financial Impact:** The amendment provides for an increase of \$49,000 for a new total purchase order amount of \$94,000. This item is consistent with the Fiscal Year 2009/2010 budget, Task 0101-120 – Indirect-General.

**Reviewed By:** This item is scheduled for review by the Administrative Committee on February 10, 2010.

**Responsible Staff:** William Stawarski, Chief Financial Officer

*Approved*

*Administrative Committee*

*Date:* \_\_\_\_\_

*Moved:*

*Second:*

*In Favor:*

*Opposed:*

*Abstained:*

*Witnessed:* \_\_\_\_\_

Purchase Order No.

P10049

Vendor Code

ACCOUNT

# Purchase Order

**To:** Accountemps Inc.  
 3403 10th Street, #310  
 Riverside, CA 92501

**From:** SANBAG  
 1170 W. Third Street  
 Second Floor  
 San Bernardino, CA 92410

P.O. DATE

DUE DATE CONFIRM TO

SHIP VIA

REQ DATE

07/28/09

12/31/09

07/20/09

Line #	Item Number	Quantity Ordered	Unit Cost	Extension
1	*ORG 7/20/09	Finance Temporary Services		
Services needed to run parallel between TH system and Eden syste				45,000.00
2	*A1 02/10/10	Finance Temporary Service		
Services needed to run parallel between TH system and Eden syste				49,000.00
Total Purchase Order :				94,000.00

Paul M. Eaton  
 SANBAG Board President



- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority  
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

## *Minute Action*

### AGENDA ITEM: 5

**Date:** February 10, 2010

**Subject:** Request for Proposal 10-177 for Investment Advisory Services

**Recommendation:**\* Report update on the Request for Proposals for Investment Advisory Services.

**Background:** In March 2006, contract 06-015 was awarded to PFM Asset Management, LLC for Investment Advisory Services. On April 1, 2009, the Board authorized extending the contract period for one additional year.

With the current contract with PFM Asset Management due to expire April 1, 2010, SANBAG released a new Request for Proposals for Investment Advisory Services on January 14, 2010. The proposals are due February 12, 2010 with interviews scheduled on February 17, 2010. Staff will present their recommendations for contract award directly to the Board on March 3, 2010.

**Financial Impact:** This item is consistent with the Fiscal Year 2009/2010 budget, task 94210000 Financial Management.

**Reviewed By:** This item is scheduled for review by the Administrative Committee on February 10, 2010.

**Responsible Staff:** William Stawarski, Chief Financial Officer

*Approved*  
*Administrative Committee*

*Date:* \_\_\_\_\_

*Moved:* \_\_\_\_\_ *Second:* \_\_\_\_\_

*In Favor:* \_\_\_\_\_ *Opposed:* \_\_\_\_\_ *Abstained:* \_\_\_\_\_

*Witnessed:* \_\_\_\_\_

**San Bernardino Associated Governments  
Request for Proposal No. 10177 For  
Investment Advisor**

**I. Introduction**

On November 7, 1989, the voters of San Bernardino County approved Measure I, authorizing a ½% sales tax for transportation purposes for 20 years. On November 2, 2004, the voters authorized an extension to this tax for an additional 30 years. The legislation provides for the San Bernardino County Transportation Authority (the Authority) to administer these funds. The Authority is composed of a twenty-nine member board representing the cities of Adelanto, Barstow, Big Bear Lake, Chino, Chino Hills, Colton, Fontana, Grand Terrace, Hesperia, Highland, Loma Linda, Montclair, Needles, Ontario, Rancho Cucamonga, Redlands, Rialto, San Bernardino, Twentynine Palms, Upland, Victorville, and Yucaipa; the Towns of Apple Valley and of Yucca Valley; the San Bernardino County Board of Supervisors; an appointee from the Governor (Caltrans).

The Authority desires to optimize its investment yield within the framework of its Investment Policy. The following information is provided as additional background information:

Attachment A:	Authority's Investment Policy
Attachment B:	Summary of Portfolio Holdings as of November 30, 2009

San Bernardino Associated Governments is the umbrella joint powers agency where the Board of Directors also serves as the County Transportation Commission, the County Transportation Authority, the County Congestion Management Agency, and the Service Authority for Freeway Emergencies.

This Request for Proposal (RFP) describes the Authority's needs for investment advisory services. It is organized into the following sections:

- I. Introduction
- II. Purpose of the Request
- III. Evaluation Process
- IV. Selection Timetable
- V. Scope of Service
- VI. Format for Proposals
- VII. Award of the Contract

## **II. Purpose of the Request**

### **A. General Statement-**

The Authority is soliciting proposals from interested firms which will provide technical advice to the staff of the Authority in managing its investment portfolio. As identified on schedule B and as of November 30, 2010, the Authority has approximately \$93,150,432 par.

The investment of funds is guided by applicable State statutes including Government Code Section 53601, bond documents, the County of San Bernardino's investment policy and the Authority's investment policy.

The firm selected will be expected to provide advice and make the investment on our approval. The firm will also prepare reports and analysis on a monthly. The firm will not be asked for advice on new financing measures being considered; that is a role reserved for SANBAG's financial advisor.

Firms are encouraged to propose alternatives to the listed requirements that will reduce cost and enhance services. The Authority will evaluate these alternatives on an individual basis. Alternative services should be listed and priced separately

## **III. Evaluation Process**

### **A. General Description-**

1. Firms are requested to respond to this solicitation in the manner more fully described in Section V below.
2. Authority and local agency staff will review and evaluate the responses received against the evaluation criteria listed below.
3. The firms will be short listed by the Authority and related agency staff members.

### **B. Evaluation Criteria-**

The following criteria will be considered in evaluating the responses received:

1. Qualification and experience of the firm. This will be evaluated based on the breadth and depth of the firm's experience as a whole in the performance of comparable investment advisory assignments.
2. Qualification and experience of the individuals to perform the work. This will be based on the resume of the individuals who will actually oversee and



perform the work, especially those senior staff committed to participation in the work.

3. Capability and capacity to provide technical support, computer modeling, and necessary financial analysis.
4. Organization of the work and management plan. This will be based on the proposed approach to organizing, managing, and implementing the necessary task.
5. Demonstrated understanding of the Authority's needs and proposed method of approach. This will be based on the preliminary description of the proposed approach to providing the required scope of services. This will give credit to firms who demonstrated insight, needed emphasis, priority, innovative thinking and the ability to function in an integrated financing team.
6. References for comparable current or past assignments. This will be based on references from several clients where comparable work was performed.
7. Cost. Cost will be a significant factor when other evaluation criteria are relatively equal.
8. Actual or Potential Conflict of Interest. This will be based on an assessment of the firms' client list and the extent to which the firm may represent transportation related entities whose interests may conflict with the Authority's.
9. Record of performance and demonstrated ability to produce quality work and meet schedules.
- 10 Office location and available resources.

#### **IV. Selection Timetable**

The following timetable will apply to this RFP.

<u>Item</u>	<u>Date</u>
Release RFP	January 14, 2010
Proposals Due – 5:00 pm	February 10, 2010
Determination of Short List	February 12, 2010
Interviews (If necessary)	February 16-17, 2010
Recommendation to the Board of Directors	March 3, 2010

#### **V. Scope of Services**

##### **A. On-Going Services-**

1. Provide advice on portfolio performance.
2. Review the reports produced by the Authority's portfolio managers and provide recommendations.
3. Make presentations to the SANBAG Administrative Committee as required.
4. Provide advice on current investment strategy.
5. Prepare monthly investment reports to be submitted to the Board of Directors.

**B. Annual Services-**

Review the investment policy and procedures and furnish any recommendations for changes.

**C. As-Needed Services-**

1. Provide a strategy for investing new bond proceeds.
2. Provide advice and recommendations with respect to investments.
3. Provide advice and recommendations with respect to the management of resources.
4. Provide reports or information to the Authority relating economic and interest rate outlook as the investment advisor may deem helpful to the Authority in its administration of investments.

**VI. Format for Proposals**

- A. Letter of Transmittal
- B. Executive Summary
- C. Table of Contents
- D. General Information

**Organization-**

1. Describe your firm, the date founded, ownership, and other business affiliations. (Please provide number and location of affiliated offices.)
2. Describe your firm's revenue sources (e.g., investment management, institutional research, etc.) and comment on your firm's financial condition.
3. Describe any SEC censure or litigation involving your organization at any time.
4. Identify the types of accounts primarily sought after by your firm.

Personnel-

1. Identify the number of professionals employed by your firm, by classification.
2. Provide biographical information on investment professionals that will be involved in the decision making process for our portfolio.
3. Describe your firm's compensation policies for investment professionals.

Assets Under Management-

1. Provide the number and types of accounts, total asset value, and composition of portfolios currently being managed by your firm.
2. Provide data on account/asset growth and other performance statistics over the past five years.
3. List in the following table the percentage by market value of aggregate assets under management for your latest reporting period.

U.S. Treasury securities	_____ %
Federal Agency obligations	_____ %
Corporate securities rated AAA-AA	_____ %
Corporate securities rated AA	_____ %
Corporate securities rated A	_____ %
Corporate securities rated BBB or lower	_____ %
Other	_____ %

4. In the past five years, has your firm purchased and held any security that was subsequently downgraded below the minimum credit ratings required for purchase under the California Government Code?

E. Performance Measurement and Reporting-

List measures used in the performance evaluation process and the various indices that you commonly use or believe would be appropriated for our portfolio.

Describe your approach to identifying appropriate benchmarks.

What time period do you believe a performance evaluation needs to cover in order to draw meaningful conclusions about the portfolio's performance?

Describe the procedure your firm utilizes in evaluating the performance of portfolios consisting of bond proceeds.

F. Familiarity with Arbitrage Regulations-

Describe your experience with the U.S. Treasury arbitrage regulations and in applying these regulations to developing bond proceeds investment strategies.

G. References-

Provide three references (preferably California regional transportation agencies, cities, counties, or other public agencies), including length of time managing their assets and client name, contact, address, and phone number.

H. Insurance Certifications/Bonding-

Describe the types and limits of insurance/bonding your firm currently has.

I. Fees-

Include a copy of your firm's fee schedule.

Indicate whether the fees include custodial fees.

Indicate whether there is a minimum annual fee.

Indicate whether fees would be charged when there is no activity in the account.

Indicate whether fees would be charged if management is requested of the funds held in the Local Agency Investment Fund.

J. Philosophy/Approach-

1. Describe your firm's investment philosophy.

a. Indicate whether it has changed during the past five years.

b. Indicate what is distinctive about your philosophy.

2. Describe the maturity concentration, quality, and sectors of current accounts similar to the Authority.

3. In connection with our investment policy, would you recommend there be any policy restrictions or other changes?
4. Describe your firm's decision-making process in terms of structure, committees, membership, meeting frequency, responsibilities, integration of research ideas, and portfolio management.
5. Describe your research capabilities, as they would pertain to the Authority's portfolio.

K. Portfolio Management-

1. Describe whether portfolios are managed by teams or by one individual.
2. Describe the average number of accounts and table assets handled per manager.
3. Indicate which of your firm's professionals would be delegated as the primary client contact.
4. Indicate how frequently you are willing to meet with us.
5. Describe procedures used to ensure that portfolios comply with organizational policy and client investment objectives and guidelines.

L. Submission of Proposals-

The offeror shall submit five copies of its proposal to:

William Stawarski  
Chief Financial Officer  
San Bernardino Associated Governments  
1170 West 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
San Bernardino, CA 92410-1715

Proposals must be received at the above address no later than 5:00 pm on February 10, 2010. Faxes will not be accepted. Proposals or proposal modifications will not be accepted after the closing date.

Any inquiries concerning this RFP should be made to William Stawarski, Chief Financial Officer, (909) 884-8276, ext. 124.

No contacts of any kind shall be made with Board members, their staffs, or the Authority staff other than as provided above. It is intended that the selection shall be made on merit alone within the process set forth. Violation of this condition shall be cause for immediate termination of the proposal.

## **VII. Award of Contract**

The Authority reserves the right to reject any and all proposals or to appoint one or more advisors. Award of the contract will be made to the firm, in the sole opinion of the Authority, which will provide the best service and best meets the needs of the Authority.

The Authority is under no obligation to accept the lowest bidder. The Authority reserves the right to further negotiate services and costs which are proposed.

The terms and conditions of the work shall be set forth in a final Professional Services Contract to be negotiated. The engagement shall be for three years.

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority  
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

## *Minute Action*

AGENDA ITEM: 6

**Date:** February 10, 2010

**Subject:** Request for Proposal (RFP) for Disadvantaged Business Enterprise (DBE) Annual Goal Preparation and Additional DBE Services

**Recommendation:**\* Authorize staff to release Request for Proposal RFP10193 for Disadvantaged Business Enterprise (DBE) Services

**Background:** The intent of the RFP is to seek proposals from qualified vendors for Consulting Services related to the SANBAG Disadvantaged Business Enterprise (DBE) Program. Padilla & Associates has provided these services since 2005/2006.

The scope of services for the new contract are:

1. Develop SANBAG's Annual Anticipated DBE Percentage Level (AADPL) for FFY 2010/2011 in accordance with the U.S. Department of Transportation (DOT) DBE Program (Title 49 CFR Part 26) requirements, recently published Race-Conscious DBE Program issued by Caltrans, Local Assistance Procedures Manual requirements, and federally prescribed methodology as follows:

*Approved*  
*Administrative Committee*

*Date:* \_\_\_\_\_

*Moved:* \_\_\_\_\_ *Second:* \_\_\_\_\_

*In Favor:* \_\_\_\_\_ *Opposed:* \_\_\_\_\_ *Abstained:* \_\_\_\_\_

*Witnessed:* \_\_\_\_\_

ADM1002A-EMP  
Attachment:  
RFP10193

Step One: Determining the Base Figure. Determining the relative availability of Underutilized Disadvantaged Business Enterprises (UDBE) within SANBAG's market area for each affected North American Industry Classification System (NAICS ) work category and perform the required weighing to establish the Base Figure 2.

Step Two: Adjusting SANBAG's Base Figure. Surveying and analyzing other relevant evidence for full consideration in the adjusting SANBAG's Base Figure; evidence may include but is not limited to the following: current capacity of UDBEs to perform work in SANBAG's DOT-assisted contracting program; past DBE Goal/AADPL Attainment (Participation); and Other Local Agencies' AADPL's and/or Overall Annual DBE Goals.

2. Upon completion of Step 2, assess and determine Race-Conscious and Race-Neutral participation projections, including corresponding rationale toward meeting the local Agency's AADPL.
3. Preparation of all required correspondence necessary for submission to Caltrans and/or other DOT Operating Administrations to facilitate their respective approvals, including Caltrans Exhibit 9-B.
4. Preparation of SANBAG's election regarding "Prompt Payment", as required.
5. Preparation of Staff Board Report and/or Board Resolution as needed.
6. Preparation of new "DBE Race-Conscious Implementation Agreement for Local Agencies (Exhibit 9-A)" to ensure compliance with Caltrans' submittal requirement.
7. Develop SANBAG's Contract Specific UDBE Goal(s) and Determination of Application in accordance with Caltrans' published policy directives.
8. Participation in pre-bid opening workshops providing information on DBE goals and good faith efforts.
9. Review DBE submittal as submitted by low bidder for DBE/UDBE goal attainment or good faith effort finding. Reviews of next low-bidder submittals may be necessary should low-bidder not meet goal or make a sufficient good faith effort.



10. Hourly rate for consultation and training on DBE/UDBE requirements and strategies.

In addition, with each bid, the consultant must submit a one-page statement of experience in providing DBE services.

***Financial Impact:*** This item is consistent with the FY 2010/2011 budget task number ISF10.

***Reviewed By:*** This item is scheduled for review and approval by the Administrative Policy Committee on February 10, 2010. SANBAG Counsel has reviewed and approved the draft RFP as to form.

***Responsible Staff:*** Duane A. Baker, Director of Management Services

**SAN BERNARDINO ASSOCIATED GOVERNMENTS (SANBAG)**

**REQUEST FOR PROPOSAL**

**FOR**

**DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

**ANNUAL GOAL PREPARATION**

**AND ADDITIONAL DBE SERVICES**

Contract Number: C10193

Issued:

March 4, 2010

Key RFP Dates:

Issue Request for Qualifications	March 4, 2010
Statement of Proposal Due	April 2, 2010
Shortlist and Notify Contractor (Anticipated)	April 2010
Interview Shortlisted Contractor (Anticipated)	April 2010
Select Contractor (Anticipated)	April 23, 2010
SANBAG Board Approval (Anticipated)	May 5, 2010
Notice to Proceed (Anticipated)	May 2010

**SAN BERNARDINO ASSOCIATED GOVERNMENTS (SANBAG)**

**REQUEST FOR PROPOSAL**

**FOR**

**COST BREAKDOWN PROPOSAL REQUEST**

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) ANNUAL GOAL PREPARATION**

**AND ADDITIONAL DBE SERVICES**

**I. INTRODUCTION**

San Bernardino Associated Governments (SANBAG) is the council of governments and transportation planning agency for San Bernardino County. SANBAG is responsible for cooperative regional planning and furthering an efficient multi-modal transportation system countywide.

**II. SERVICES**

SANBAG is requesting an informal cost breakdown proposal for Disadvantaged Business Enterprise (DBE) annual goal preparation and additional DBE services as outlined below.

The proposal should provide a specific cost breakdown for each of the numbered items below:

1. Develop SANBAG's Annual Anticipated DBE Percentage Level (AADPL) for FFY 2010/2011 in accordance with the U. S. Department of Transportation (DOT) DBE Program (Title 49 CFR Part 26) requirements, recently published Race-Conscious DBE Program issued by Caltrans, Local Assistance Procedures Manual requirements, and federally prescribed methodology as follows:

Step One: Determining the Base Figure. Determining the relative availability of Underutilized Disadvantaged Business Enterprises (UDBE) within SANBAG's market area for each affected North American Industry Classification System (NAICS) (work category) and perform the required weighing to establish the Base Figure 2.

Step Two: Adjusting SANBAG's Base Figure. Surveying and analyzing other relevant evidence for full consideration in the adjusting SANBAG's Base Figure; evidence may include but is not limited to the following: current capacity of UDBEs to perform work in SANBAG's DOT-assisted contracting program; past DBE Goal/AADPL Attainment (Participation); and Other Local Agencies' AADPL's and/or Overall Annual DBE Goals.

2. Upon completion of Step 2, assess and determine Race-Conscious and Race-Neutral participation projections, including corresponding rationale toward meeting the local Agency's AADPL.
3. Preparation of all required correspondence necessary for submission to Caltrans and/or other DOT Operating Administrations to facilitate their respective approvals, including Caltrans Exhibit 9-B.
4. Preparation of SANBAG's election regarding "Prompt Payment", as required.

5. Preparation of Staff Board Report and/or Board Resolution as needed.
6. Preparation of new "DBE Race-Conscious Implementation Agreement for Local Agencies (Exhibit 9-A)" to ensure compliance with Caltrans' submittal requirement.
7. Develop SANBAG's Contract Specific UDBE Goal(s) and Determination of Application in accordance with Caltrans' published policy directives.
8. Participation in pre-bid opening workshops providing information on DBE goals and good faith efforts.
9. Review DBE submittal as submitted by low bidder for DBE/UDBE goal attainment or good faith effort finding. Reviews of next low-bidder submittals may be necessary should low-bidder not meet goal or make a sufficient good faith effort.
10. Hourly rate for consultation and training on DBE/UDBE requirements and strategies.

In addition, with each bid, the consultant must submit a one-page statement of experience in providing DBE services.

#### **IV. PROPOSAL INSTRUCTIONS**

All interested and qualified Proposers are invited to submit a proposal for consideration. Proposals will be accepted until **4:00 PM, Friday, April 2, 2010**. Six (6) copies are required. Facsimile and electronically transmitted proposals will not be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals may not be opened and may not be considered.

Proposals shall be delivered to: Mr. Duane Baker  
 Director of Management Services  
 San Bernardino Associated Governments  
 1170 W. 3rd Street, 2nd Floor  
 San Bernardino, California 92410-1715

Proposals shall be submitted in a sealed package, addressed as shown above, clearly marked as follows:

**"DISADVANTAGED BUSINESS ENTERPRISE (DBE) ANNUAL GOAL PREPARATION  
 AND ADDITIONAL DBE SERVICES"**

Proposals must contain the information listed below and must be compiled in the following format:

##### **A. Cover Letter**

Provide the following information:

- A statement requesting SANBAG to evaluate the submitted proposal based upon the Scope of Services for the subject RFP.

- Summary and description of the work to be performed by firm and each subcontractor firm proposed for the project
- Indicate the location of the office from which the proposed project team will be managed.
- In accordance with SANBAG Policy No. 11000-R10, Sect. 7.A.2.f, provide a response to the following question: Has your firm ever been terminated from a contract? If the answer is yes, see item B below.
- A memorandum from a principal from each subcontractor firm describing their specific roles and the services they will be performing.

**B. Contract Termination Circumstances:**

If contractor has ever been terminated from a contract, either for convenience and/or cause, describe the facts and circumstances in detail, on a separate sheet. See policy for details.

**C. Technical Proposal Content:**

**1. Qualifications, Related Experience, and References**

This section of the proposal should establish the ability of the proposed team to satisfactorily perform the anticipated scope of work by reasons of: experience in performing recent work of the same or similar nature; demonstrated experience working with local agencies and cities directly involved in this project; staffing capability; work load; record of meeting schedules on similar projects; and supportive client references. Specifically:

- Provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices; number of employees.
- Provide a general description of the firm's financial condition, identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede ability to complete the project.
- Describe the firm's experience in performing work of a similar nature to that solicited in this RFP, and highlight the participation in such work by the key personnel proposed for assignment to this project.
- Describe experience in working with the various government agencies that may have jurisdiction over the approval of the work specified in this RFP. Please include specialized experience and professional competence in areas directly related to this RFP.
- Provide a list of past joint work by the firm and each subcontractor, if applicable. The list should clearly identify the project and provide a summary of the roles and responsibilities of each party.
- A minimum of three (3) references should be given. Furnish the name, title, address and telephone number of the person(s) at the client organization who is most knowledgeable

about the work performed. References may also be supplied from other work not cited in this section as related experience.

## **2. Proposed Staffing and Project Organization**

This section of the proposal should establish the method that will be used to manage the project as well as identify key personnel assigned. Specifically:

- a. Provide education, experience and applicable professional credentials of project staff.
- b. Furnish brief resumes (not more than two [2] pages each) for the proposed Project Manager and other key personnel.
- c. Identify key personnel proposed to perform the work in the specified tasks and include major areas of subcontract work. Include the person's name, current location, proposed position for this project, current assignment, level of commitment to that assignment, availability for this assignment, and how long each person has been with the firm.
- d. Include a project organization chart that clearly delineates communication/reporting relationships among the project staff, including subcontractors.
- e. Include a statement that key personnel will be available to the extent proposed for the duration of the project assignments, acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written concurrence of SANBAG.

## **3. Work Plan**

This section of the proposal shall provide a narrative that addresses the Scope of Services and shows understanding of the project needs and requirements. Specifically:

- a. Describe the approach and work plan for completing the anticipated tasks specified in the Scope of Services attached. The work plan shall be of such detail to demonstrate ability to efficiently accomplish the anticipated project objectives.
- b. Outline sequentially the typical activities that would be undertaken in completing the tasks and specify who in the firm would perform them.
- c. Identify methods that will be used to ensure quality control as well as budget and schedule control for the project.
- d. Identify any special issues or problems that are likely to be encountered during this project and how they will be addressed.
- e. Contractors are encouraged to propose enhancements or procedural or technical innovations to the Scope of Services that do not materially deviate from the objectives or required content of the project.

## **4. Appendices**

Information considered as pertinent to this project and which has not been specifically solicited in any of the aforementioned sections may be placed in a separate appendix section. Contractors are cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous materials; appendices should only be included if relevant and brief.

**D. Contract Comments:**

Provide a written discussion of any objections or concerns relative to the Terms and Conditions of SANBAG's standard contract attached. Please note that SANBAG reserves the right to disqualify any contractors that does not provide a complete written discussion of its contractual objections or to disqualify any contractor based on objections that SANBAG considers non-negotiable. SANBAG does not anticipate making substantive changes to its Terms and Conditions.

**E. Entire Proposal:**

The Contractor's proposal package is limited to 50 (8 ½" x 11") pages single-sided. Charts and schedules may be included in 11" x 17" format. Proposals shall not include any unnecessarily elaborate or promotional material. Lengthy narrative is discouraged, and presentations should be brief and concise. The page limit does not include the outside cover, section dividers, cover letters and subcontractor commitment memorandum, charts, schedules or appendices. Proposals that do not contain the required information or do not contain the required number of copies (eight) will not be accepted.

**F. Changes:**

During the selection process, any changes in key contractor or subcontractor personnel proposed in the PROPOSAL must be brought to the attention of SANBAG immediately.

**V. ACCEPTANCE OF PROPOSALS**

SANBAG reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals. SANBAG reserves the right to withdraw or cancel this RFP at any time without prior notice and SANBAG makes no representation that any contract will be awarded to any firm responding to this RFP. SANBAG reserves the right to re-issue a new RFP for the same or similar services. SANBAG reserves the right to postpone proposal openings for its own convenience. Proposals received by SANBAG are public information and must be made available to any person upon request. Submitted proposals are not to be copyrighted.

**VI. CONTRACTOR SELECTION**

The primary objective of SANBAG is to select highly qualified firms to perform necessary professional services for SANBAG at a fair and reasonable cost. Contractors may obtain a copy of the consultant selection policy by accessing the SANBAG website. In addition, SANBAG has established the following criteria for the selection process:

- A. The selection process shall be fair, open, and competitive.
- B. Selection of private contractors/firms shall be based upon demonstrated competence, professional qualifications, experience, and capabilities to perform the required services at a fair and reasonable price to SANBAG, rather than competitive bidding process.

- C. Upon review of the PROPOSALS, a shortlist of firms will be invited to prepare for an interview. The pending contract will be awarded to the responsible, responsive firm best conforming to the RFP, and is in the opinion of SANBAG, most advantageous to SANBAG. SANBAG reserves the right to reject any and all PROPOSALS and to negotiate with any responsible, responsive firm. SANBAG is under no obligation to issue contracts for the subject services.

## **VII. NEGOTIATIONS AND ENGAGEMENT**

The final contract and Scope of Services will be negotiated. Contractors are encouraged to include in their PROPOSAL any comments relating to the Scope of Services and/or the terms and conditions of SANBAG's standard contract. In addition, Contractors are reminded that *any* comments regarding the Terms and Conditions of SANBAG's standard contract must be noted in the proposal. SANBAG reserves the right to disqualify any firm that does not provide written discussions of any disagreements it has relative to SANBAG's Terms and Conditions. SANBAG does not anticipate making any substantive changes to its Terms and Conditions.

## **VIII. CONFLICT OF INTEREST**

The selected contractor will not be prevented from participating in future projects to the extent that no direct conflict of interest exists at the time. The determination of a conflict of interest, direct or incidental, shall be at the sole discretion of SANBAG.

## **IX. SCHEDULE FOR CONTRACTOR SELECTION**

Issue Request for Qualifications	March 4, 2010
Statement of Proposal Due	April 2, 2010
Shortlist and Notify Contractor (Anticipated)	April 2010
Interview Shortlisted Contractor (Anticipated)	April 2010
Select Contractor (Anticipated)	April 15, 2010
SANBAG Board Approval (Anticipated)	May 5, 2010
Notice to Proceed (Anticipated)	May 5, 2010

Dates are subject to change. Additional information and schedule updates will be posted on SANBAG's internet website: [www.sanbag.ca.gov](http://www.sanbag.ca.gov) under "Bids, RFPs and RFQs".

### **Contact List:**

Appointment/Document Requests:	Ellen Pollema	(909) 884-8276
Questions/Comments:	Duane Baker	(909) 884-8276



- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority  
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

## *Minute Action*

AGENDA ITEM: 7

**Date:** February 10, 2010

**Subject:** State Budget Impacts on Transportation and Ballot Initiative to Protect Transportation Funding

**Recommendation:**\* Receive and file report on State budget impacts to transportation funding and the Local Taxpayer, Public Safety and Transportation Protection Act."

**Background:** Governor Schwarzenegger released his budget proposal in January to fill a projected deficit exceeding \$20 billion. As reported to the Administrative Committee in January, the Governor's plan includes a complex tax "shift" that would result in a net reduction in the tax burden on Californians but also a net reduction in transportation revenue. This loss of revenue is directly aimed at public transportation. However, due to the complexity of state transportation funding, the reduced funding levels would result in a reduction of the size of the State Transportation Improvement Program (STIP) which also funds major highway projects. This will ultimately force SANBAG and other transportation agencies across California to make difficult choices as to which projects are funded and which projects are pushed back or removed from a STIP that has shrunk considerably. Additionally, the plan relies on an increase in the per-gallon excise tax on motor fuels to fund highways; this funding source is rapidly losing its value due to the increased fuel economy of cars. Therefore, the Governor's plan sentences the highway program to a permanently decreasing revenue stream. Today's funding structure relies heavily on sales tax generated from motor fuel purchases, which is generally more closely tied to the level of use of state highways.

\*

*Approved*  
*Administrative Committee*

*Date:* \_\_\_\_\_

*Moved:*

*Second:*

*In Favor:*

*Opposed:*

*Abstained:*

*Witnessed:* \_\_\_\_\_

ADM1002A-AMH  
Attachment:  
ADM1002A1-AMH

SANBAG staff has developed the attached one-page summary of the state-funded highway projects that are potentially at risk by shrinking state funding for transportation. This document is being circulated by SANBAG and the Self-Help Counties Coalition to the San Bernardino County legislative delegation. Board Members are encouraged to use this document in their own meetings and communications with legislators and Administration officials to convey the significant impacts to San Bernardino County's economy and transportation system. SANBAG staff is in the process of working with local transit operators to quantify the impact of the Governor's proposal on public transportation.

Recently, staff has been receiving information that the Majority Leadership in both houses of the Legislature are planning to move forward with most of the Governor's tax swap in place within the next week or two, with some unknown variations. However, the details of the Democrat plan may change between the time this report is written and presented to the Administrative Committee. As of the time this report was written, Democrat leadership in both houses were seeking some relief for transit agencies, possibly by protecting the excise tax on diesel which is dedicated for transit. An emerging element of the Majority's plan is the authority for transit agencies to place a local "gas fee" on the ballot to raise funds for transit. This is particularly concerning to SANBAG and many other transportation agencies across the state. Voters' appetite for additional "fees" is likely at a historic low and many transit operators do not have the capacity to run a campaign in the midst of service cuts and layoffs. Furthermore, the state's continued abdication of responsibility for transportation is a troubling policy direction.

SANBAG staff will keep the Board of Directors closely apprised of developments related to the Governor's plan and the Democrats' counterproposals.

SANBAG staff also wishes to bring forward an effort underway by the League of California Cities, the California Transit Association, and the California Alliance for Jobs to place an initiative on the November 2010 ballot to further protect local sources of state funding, including transit money. The intent is to close the last remaining loopholes that the Administration and Legislature could use to borrow or raid from local governments to balance the general fund. According to the coalition organizing the campaign around this initiative, the "Local Taxpayer Public Safety and Transportation Protection Act" would:

- Prohibit the State from taking, borrowing or redirecting local taxpayer funds dedicated to public safety, emergency response and other vital local government services. The measure would close loopholes to prevent the taking of local taxpayer funds currently dedicated to cities, counties, special districts and redevelopment agencies. It would also revoke the State's authority to borrow local government property tax funds.
- Protect vital, dedicated transportation and public transit funds from state raids. The measure would prevent State borrowing, taking or redirecting of the state sales tax on gasoline (Prop 42 funds) and Highway User Tax on gasoline (HUTA) funds that are dedicated to transportation maintenance and improvements. It would also prevent the State from redirecting or taking public transit funds.
- Protect local taxpayers by keeping more of our local tax dollars local where there's more accountability to voters, and by ensuring once and for all that our gas taxes go to fund road improvements. The measure also reduces pressure for local tax and fee increases that become necessary when the State redirects local funds.
- Reform state government and enhance fiscal accountability. This measure is a key step in reforming California's broken budget system by restoring more local control and accountability. It also stops the irresponsible practice of the State borrowing special funds that have to be repaid with interest, which only puts our State further in debt.

While the initiative is consistent with SANBAG's adopted legislative platform, SANBAG staff is not recommending that the Board of Directors take a position on the initiative at this time, as the measure has not yet qualified for the ballot. The intent of this report is to keep the Board informed on the initiative's development.

**Financial Impact:** This item has no direct impact on the adopted budget.

**Reviewed By:** This item is scheduled for review by the Administrative Committee on February 10, 2010.

**Responsible Staff:** Deborah Barmack, Executive Director

## **Attachment #1**

# **Budget proposal jeopardizes \$903 million in San Bernardino County job-creating transportation projects**

<b>San Bernardino County Transportation Construction Dollars At-Risk in Budget Crisis</b>	
<b>State-funded Projects</b>	<b>Next Two FY's Impact</b>
North Milliken Grade Separation (Ontario)	\$66,000,000
Glen Helen Parkway Grade Separation	\$21,200,000
Palm Avenue Grade Separation	\$31,300,000
Lenwood Grade Separation	\$21,600,000
Hunts Lane Grade Separation	\$20,000,000
I-10/Cherry Interchange Improvement	\$61,500,000
I-10/Citrus Interchange Improvement (Fontana)	\$47,200,000
I-10/Ramp widening & aux. lane at Cherry, Citrus & Cider	\$26,400,000
I-10 Westbound mixed flow lane (Yucaipa & Redlands)	\$37,900,000
I-10 Tippecanoe	\$66,300,000
I-10 HOV project development	\$7,314,000
I-215 Bi-County HOV gap closure	\$150,000,000
I-215/Barton Road Interchange reconstruction	\$83,110,000
I-15/Ranchero Interchange	\$83,604,000
I-15 Phase 2 Widening	\$115,000,000
SR-138 West Widening	\$65,000,000
<b>Total Construction Dollars at Risk in San Bernardino County</b>	<b>\$903,428,000</b>



If the Legislature "borrows" transportation money or approves tax gimmicks that erode current protections of transportation revenues, it **could delay thousands of jobs** in San Bernardino County on critical infrastructure projects. This will also have a disastrous domino effect on congestion relief.

**Unemployment in San Bernardino County has exceeded 15%. We urge the Legislature to support infrastructure projects that will create economic opportunity in the short- and long-term for California and the Inland Empire.**

**Domino Effect:** Complex tax shifts will increase pressure on the State Transportation Improvement Program (STIP) which funds major highway capacity projects. This will push projects back, creating an "overflow" of demand for projects, jeopardizing current *and future* projects. This is not a one-time impact. *These are big projects with long term implications.*

**Anti-Stimulus:** Shifting transportation funds is the exact opposite of what San Bernardino County and the Inland Empire needs in these dire times. The federal government came to the rescue last year and kept transportation projects moving with ARRA. We can't keep looking to Uncle Sam for a bailout every year. San Bernardino County needs economic stimulus by:

1. Creating construction Jobs
2. Reducing congestion
3. Investing in long term infrastructure that will be the backbone of our future

Infrastructure requires stable, reliable funding.

**Gas tax gimmicks that harm transportation will not improve the economy.**

This list provides information on acronyms commonly used by transportation planning professionals. This information is provided in an effort to assist SANBAG Board Members and partners as they participate in deliberations at SANBAG Board meetings. While a complete list of all acronyms which may arise at any given time is not possible, this list attempts to provide the most commonly-used terms. SANBAG staff makes every effort to minimize use of acronyms to ensure good communication and understanding of complex transportation processes.

AB	Assembly Bill
ACE	Alameda Corridor East
ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
APTA	American Public Transportation Association
AQMP	Air Quality Management Plan
ARRA	American Recovery and Reinvestment Act
ATMIS	Advanced Transportation Management Information Systems
BAT	Barstow Area Transit
CALACT	California Association for Coordination Transportation
CALCOG	California Association of Councils of Governments
CALSAFE	California Committee for Service Authorities for Freeway Emergencies
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CMAQ	Congestion Mitigation and Air Quality
CMIA	Corridor Mobility Improvement Account
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CPUC	California Public Utilities Commission
CSAC	California State Association of Counties
CTA	California Transit Association
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
DBE	Disadvantaged Business Enterprise
DEMO	Federal Demonstration Funds
DOT	Department of Transportation
EA	Environmental Assessment
E&D	Elderly and Disabled
E&H	Elderly and Handicapped
EIR	Environmental Impact Report (California)
EIS	Environmental Impact Statement (Federal)
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICTC	Interstate Clean Transportation Corridor
IEEP	Inland Empire Economic Partnership
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
JARC	Job Access Reverse Commute
LACMTA	Los Angeles County Metropolitan Transportation Authority
LNG	Liquefied Natural Gas
LTF	Local Transportation Funds

**SANBAG Acronym List**

MAGLEV	Magnetic Levitation
MARTA	Mountain Area Regional Transportation Authority
MBTA	Morongo Basin Transit Authority
MDAB	Mojave Desert Air Basin
MDAQMD	Mojave Desert Air Quality Management District
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MSRC	Mobile Source Air Pollution Reduction Review Committee
NAT	Needles Area Transit
NEPA	National Environmental Policy Act
OA	Obligation Authority
OCTA	Orange County Transportation Authority
PA&ED	Project Approval and Environmental Document
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PDT	Project Development Team
PNRS	Projects of National and Regional Significance
PPM	Planning, Programming and Monitoring Funds
PSE	Plans, Specifications and Estimates
PSR	Project Study Report
PTA	Public Transportation Account
PTC	Positive Train Control
PTMISEA	Public Transportation Modernization, Improvement and Service Enhancement Account
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RFP	Request for Proposal
RIP	Regional Improvement Program
RSTIS	Regionally Significant Transportation Investment Study
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SB	Senate Bill
SAFE	Service Authority for Freeway Emergencies
SAFETEA-LU	Safe Accountable Flexible Efficient Transportation Equity Act – A Legacy for Users
SCAB	South Coast Air Basin
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCRRA	Southern California Regional Rail Authority
SHA	State Highway Account
SHOPP	State Highway Operations and Protection Program
SOV	Single-Occupant Vehicle
SRTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCIF	Trade Corridor Improvement Fund
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 <sup>st</sup> Century
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TSM	Transportation Systems Management
TSSDRA	Transit System Safety, Security and Disaster Response Account
USFWS	United States Fish and Wildlife Service
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments

# ***San Bernardino Associated Governments***



## **MISSION STATEMENT**

To enhance the quality of life for all residents, San Bernardino Associated Governments (SANBAG) will:

- Improve cooperative regional planning
- Develop an accessible, efficient, multi-modal transportation system
- Strengthen economic development efforts
- Exert leadership in creative problem solving

To successfully accomplish this mission, SANBAG will foster enhanced relationships among all of its stakeholders while adding to the value of local governments.

Approved June 2, 1993  
Reaffirmed March 6, 1996